

**MINUTES
ELECTION COMMITTEE MEETING
RETIREMENT BOARD OF TRUSTEES
EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
JUNE 11, 2021**

The Election Committee meeting of the Retirement Board of Trustees was held in the boardroom of the Retirement Office at 209 St. Ferdinand Street, and was called to order at 2:21 p.m. by Board Chairman Ms. Marsha Hanlon. Members present: Mr. Brian Bernard, and Chief Britt Hines. Absent: none. Other Board members present: Mr. Mark LeBlanc. Staff present: Mr. Jeffrey Yates, Mr. Russell Smith, and Mr. Kyle Drago. Others present: None.

Mr. Drago formally called the roll.

The chairman began by introducing Item 1, Election of a Committee Chairman, and Ms. Hanlon asked if anyone would like to volunteer.

Motion by Ms. Hanlon, seconded by Chief Hines to elect Mr. Bernard as Election Committee Chairman.

No discussion and no objections.

Motion passed by those members present.

The next item on the agenda was Item 2, Adopt the Rules for the Police Representative Election, and the chairman called on Mr. Smith to review the rules for the election. Mr. Smith presented a calendar of election events, and noted the deadlines for each step of the process. He noted that there were approximately 100 members eligible to run for the office, and that there were roughly 140 eligible voters. He noted some language in the deadlines that should help prevent challenges to the election. Chief Hines asked about the timing of the election mailings in relation to the police union meeting. Mr. Smith stated that he planned to send mailings out to all police employees through the email system. He also noted that there would be a 3-week voting period, and that the vote would be by mail-in ballots. It was agreed that the election results, as certified by a CPA firm, would get communicated to the Election Committee first and then to the candidates. He also discussed the procedures in the event of a challenge or a runoff election. If there were no challenges or runoffs, a candidate could be seated on the Board in August. If there was only one candidate, that candidate could get seated in July. However if it came to a runoff election, it would be October when the candidate was seated on the Board. Mr. Smith then presented a listing of all the election-related events that coincide with the calendar. He asked the committee about a procedure from past police elections involving sending the chief a copy of the nominations. It was agreed the procedure could continue in this election. Another issue discussed was the term of office and when it would start and end. There would be the unexpired term for the position, and a 4-year term to begin in November of 2021.

Motion by Chief Hines, seconded by Ms. Hanlon to draft the nomination form and the ballots to separately reflect the unexpired term plus a new 4-year term.

No discussion and no objections.

Motion passed by those members present.

The chairman then introduced Item 3, Appointing Election Committee Representative to Take Any Action Necessary to Carry Out the Election Process Approved by the Committee, and called for a motion.

Motion by Ms. Hanlon, seconded by Mr. Bernard to appoint Mr. Russell Smith to serve as Election Committee representative to carry out the duties for the election process.

No discussion and no objections.

Motion passed by those members present.

Under Item 4 there was no other action needed by the committee.

Motion by Ms. Hanlon, seconded by Mr. Bernard to adjourn the meeting at 2:49 p.m.

No discussion and no objections.

Motion passed by those members present.

BRIAN BERNARD
CHAIRMAN, ELECTION COMMITTEE

JEFFREY R. YATES
RETIREMENT ADMINISTRATOR